

SHELTON STATE COMMUNITY COLLEGE

MEMORANDUM

TO: Tom Umphrey
Arthur Howington
Hugh Kynard
FROM: Debbie Grimes *Grimes*
Director of Library Services
RE: Library Annual Report 1984-1985
DATE: February 11, 1986

Attached you will find a copy of the Library's annual report for 1984-1985. As usual, it's rather tardy. However, I hope you will find this "historical" look useful and informative. Please let me know if you would like further explanation of information presented.

cc: Library Faculty and Staff
Louis Skipper (Chairperson, Junior College Library Committee)
Billie Boteler (Chairperson, Technical College Library Committee)

SHELTON STATE COMMUNITY COLLEGE
LIBRARY ANNUAL REPORT 1984-1985

This report summarizes the activities and progress of the Library and states its goals for 1985-1986.

GOALS 1984-1985

The goal of organizing and documenting library microcomputer software was accomplished by purchase of individual software filers for each office and duplication of documentation.

The goal of organizing materials, equipment, and services for a central facility at the Technical College Division has been postponed until a facility at the Technical College becomes available. At that time, this goal will be implemented.

The goal of gathering and organizing Alabama State Department publications for the Vertical File has been begun. A new edition of the Alabama Code has been purchased as a prelude to further collection development.

The goal to revise library information for faculty and staff was completed through new information provided for inclusion in the new Faculty Handbook for both divisions.

The goal to refine the current library skills program was accomplished through revision of the content of library skills sessions and publication of Library Guide for EH 101 and 102. This guide contains general library information, examples (catalog cards, magazine list, indexes), subject bibliographies (reference, biography, poetry, drama, short story, the research paper, and Shakespeare), and a lengthy annotated General Bibliography at the end of the book. The Library Guide is used in lieu of handouts in EH 101 and 102 classes and is a required textbook, available for sale in the college Book Store. Copyright was filed in the college's name for this publication.

Finally, the goal to introduce library skills to non-English courses was accomplished through library orientation sessions to several classes, including speech classes, secretarial science classes, and the ADN nursing class. In addition, a bibliographies for American and western civilization history classes and business classes were revised and made available for students.

LIBRARY HOLDINGS

The charts given below summarize library acquisitions and total holdings for 1984-1985.

I. Number Processed (Total--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	1982-83*	1983-84*	1984-85*
Books	2824	4344	4704	3649	3405	5038	2014
AV	141	123	183	260	995	570	363

II. Number Processed by Division, 1984-1985

Holdings	Junior College	Technical College
Books	1673	341 + Nursing
AV	35	481

III. Number of Holdings (Classified--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	1982-83*	1983-84*	1984-85*
Books	8555	12,898	16,583	20,232	23,834	27,184	30,581
AV	822	945	1,128	1,388	2,388	2,958	3,321
Period.Subs.	230	242	262	311	340	354	347

IV. PerCent Increase in Holdings During 1984-1985

Holdings	Increase
Books	7%
AV	12%
Periodical Subscriptions	- 2%

V. Number of Holdings by Division, 1984-1985

Holdings	Junior College	Technical College
Books	28,970	1,611 + Nursing
AV	1,491	1,830
Periodical Subscriptions	285	62

VI. Total Book Holdings as of 9/30/85

Division	No. Processed Holdings
Junior College	28,970
Technical College	1,611
Total	30,581

Since 1979, the number of processed and circulating books has increased 257%.

The statistics included in the charts provided above reflect the method of tabulation currently used by the Library. At the Technical College, only books housed in the LPN Department and Library Services Office are classified (i.e., cataloged) according to the Library of Congress system. The remainder of books at the Technical College have been processed and assigned to specific shops but are not (and will not be) classified according to LC.

The following chart represents the number of volumes held in specific subject areas.

VII. Classified Book Holdings by Subject Fields (Both Divisions)

Subject Fields	9/30/84	9/30/85	Increase	Total Collection
Reference	3643	3984	9%	14%
General Works (A,Z)	219	226	3%	1%
Anthro., History (C-G)	4917	5150	5%	18%
Education (L)	928	947	2%	3%
Fine Arts (M,N)	1240	1319	6%	5%
Language, Literature (P)	6409	6755	5%	23%
Military Science (U-V)	126	136	8%	1%
Philosophy, Religion (B)	1541	1587	3%	5%
Political Sci., Law (J-K)	1038	1091	5%	4%
Science, Medicine (Q-S)	2756	3185	16%	11%
Technology (T)	710	761	7%	3%
Social Sciences (H)	3657	3829	5%	13%
TOTAL	27,184	28,970	7%	100%

The following selection tools are used regularly in collection development:

Booklist	Washington Post Book World
Library Journal	New York Review of Books
Choice	New York Times Book Review
Publishers Weekly	Greenwood Press Books for College Libraries Checklist
Essay and General Literature Index Selections	
American Journal of Nursing (January issue)	

BUDGET

The 1984-1985 budget is presented below, exclusive of salaries, travel, postage, service contracts, and equipment rental, which are not administered by the Library. This budget covers expenditures for both divisions of the college.

Acct. No.	Acct. Name	Bud.Amt.(10/84)	Encum.Amt.	Balance(9/30/85)
-606	Maint. & Repairs	\$ 1,000.00	\$ 1,383.16	\$ - 383.16
-614	Film Rental	832.00	735.77	96.23
-616	Insurance	250.00	275.00	- 25.00
-618	Memberships	200.00	125.00	75.00
-619	Binding	550.00	621.85	- 71.85
-620	Periodicals	20,500.00	19,874.42	625.42
-639	Other Contr. Serv.	1,314.00	1,200.00	114.00
-641	Mats. & Supplies	10,000.00	7,077.11	2,922.89
-701	* Books	26,000.00	26,360.14	-360.14
-702	Audiovisuals	14,000.00	13,997.92	2.08
-720	Furn. & Equipment	14,000.00	13,992.51	7.49
	* Restricted funds (-720)	7,298.09	7,298.09	0.00
	TOTAL	\$95,744.09	\$92,740.93	\$ 3,003.16

Expenditures for materials or services used solely by the Technical College totaled \$ 18,318.19. In addition, an estimate of \$5,305 of materials and equipment was transferred from the Junior College Library to the Technical College (see attachment I). These transfers included projection carts, tapes, cassette recorders, wall screens, and other items. The total expenditures, exclusive of administrative costs, for Technical College library materials or services for 1984-1985 was \$23,348.00.

CIRCULATION

Because instructors are responsible for circulation of library materials at the Technical College, the Library does not maintain circulation statistics for that division of the college.

Junior College circulation increased by 2% during 1984-1985; periodical circulation decreased by 22% (indicating greater use of microfilm backfiles and copy services); and audiovisual circulation decreased by 9%.

A summary of circulation statistics is presented on the following tables.

VIII. Junior College Division Circulation Statistics

Medium	1978/79 Total	1979/80 Total	1980/81 Total	1981/82 Total	1982/83 Total	1983/84 Total	1984/85 Total
Books	4891	5846	7584	8217	9762	8294	8438
Periods.	775	864	1699	1375	1323	901	704
AV	3039	2316	3588	4862	3802	4398	3969

IX. Average Monthly Circulation/Junior College Division Library

Medium	1978/79	1979/80	1980/81	1981/81	1982/83	1983/84	1984/85
Books	408	487	632	685	813	691	703
Periods.	65	72	142	115	110	75	59
AV	253	193	326	405	317	367	331

Based on an average Junior College student enrollment of 2500/quarter, per capita book circulation for 1984-1985 was 3.4. Circulation statistics, however, reflect use by any students or faculty members, regardless of division, as well as by members of the community.

The turnover rate (Total # volumes / Total circulation) is 3.43, indicating that Junior College library books were used an average of 3.43 times each during 1984-1985.

The total circulation for the Best Sellers special collection for 1984-1985 was 493, with a monthly average of 42 books (which roughly indicates a 42% turnover rate of the base collection of 100 books).

LIBRARY SERVICES

The art exhibition schedule was continued during 1984-1985. Members of the community and from area high schools visited the exhibits throughout the year; the Benny Andrews exhibit was particularly popular. In April, the Library co-sponsored a Readers Theatre production based on the catalog of the Appalachian Women exhibit, attended by Shelton faculty, students, and the public. The following exhibition schedule has been set for 1985-1986:

Oriental Rugs from the Collection of Don and Claire Smith	September 6--October 4, 1985
Photographs by Ansel Adams	October 11--November 4, 1985
Shelton State Art Teachers' Invitational Exhibition	November 13--December 13, 1985
Christopher Murphy Retrospective	January 13--February 7, 1986
Wildlife Paintings by John Lee	March 17--April 11, 1986
High School Art Competition/Exhibition	April 12--April 30, 1986
Exhibition by Howard Cannon	May 5--May 30, 1986

An art exhibition calendar was printed and distributed to addresses on the arts mailing list.

In addition, Shelton State cooperated with Tuscaloosa Public Library, University of Alabama Libraries, and Stillman College Library to exhibit the entries in the Tuscaloosa News--Kodak International Photography Contest during the summer. Photographs were exhibited on library bulletin boards.

Discarded books and periodicals were given to the Tuscaloosa Public Library on a regular basis. Books that do not fall within selection parameters are generally donated to the public library's used book sale.

During the summer of 1985, extensive work was done on the periodicals collection. Holdings and Magazine List entries were reconciled so that an accurate and up-to-date listing was made in both the Magazine List and on microcomputer files. Shifting and re-labeling was done for bound, loose, and microfilm backfiles. A new subject listing was completed for the Magazine List of all periodicals (both divisions).

A card catalog cabinet was added and all drawers were shifted and re-aligned. Specifications were developed for the purchase of carpet in the 1985-1986 fiscal year.

A WILSONLINE account was established so that database searching could be done via the Texas Instruments terminal in the Counseling Center. At this point, database searching will be limited to library and faculty use. The account has been established on an "as used" basis but can be changed to subscription service later. Further consideration will be given to the possibility of offering database searching services to students on a regular basis.

Video production plans were made and a "studio" facility was developed in the audiovisual room. Carpet and curtains were installed in one corner of the rooms and electrical wiring was modified to accomodate spotlights and new camera equipment. The staff visited production facilities at Jefferson State Junior College and discussed production needs with ProVideo of Birmingham.

A library video, entitled The College Library was scripted and taped during the summer. This video, when edited, can be used for library orientation purposes.

NATIONAL LIBRARY WEEK

National Library Week was celebrated with special ALA posters and displays. Library Week t-shirts, with a flag and book and national logo "A Nation of Readers" were worn by library personnel. A "Trivial Pursuit" contest involving students in using library reference books was conducted. Book marks were given to faculty and students.

ADMINISTRATIVE ACTIVITIES

One full-time position (Library Clerk added spring 1984) was dropped from the Library staff.

Library committees at both divisions were appointed for 1984-1985. Each met once at the request of the Director of Library Services. At these meetings, policies were reviewed and means of library evaluation were examined. Formal library evaluation at the Technical College was dropped due to lack of substantial participation and, consequently, utility.

Library automation plans were hurriedly made for inclusion in a Title III grant proposal. At this time, Johnny McPherson, of UA Technical Services, advised the professional staff and made suggestions for Shelton's automation plans. He also offered to develop a proposal from UA to vend to Shelton State library automation services and equipment. This proposal, however, has not yet been made.

In connection with automation plans, SOLINET was contacted and basic information was acquired to budget for SOLINET membership in the 1985-1986 budget.

Finally, a review of problems associated with providing services to the Technical College was made, at the professional staff's request, by the Vice-President and deans of each Division. The Director of Library Services requested that certain budget accounts be returned to the Dean of Instruction at the Technical College because library personnel were unable to enforce decisions made and to have enough information to adequately make those decisions.

The result was a renewed effort by college administrators to support the library faculty and to provide information needed. No changes were made in the day-to-day handling of purchases and services. The Vice-President, however, assumed authority over matters dealing with both divisions of the Library and agreed to serve as trouble-shooter for problems that occur. This administrative support should enable the library faculty to better serve both divisions of the college.

EVALUATION

In May, the annual evaluation of Junior College library services was conducted (Technical College evaluation was eliminated as discussed above). Computer score sheets and calculation services from the University of Alabama were used again.

85 students and 40 faculty members participated in the evaluation. No real problems were indicated. Full reports of this evaluation were distributed in August and copies are on file in the Director's office.

Students were queried about database searching services. Only 21% indicated that they are familiar with such services, but 100% indicated that they would be interested in them. 85% of the students indicated that they would be willing to pay for such services, with the majority of them willing to pay only up to \$1.00. At this point, there are no definite plans to extend such services to students on a regular basis.

GOALS FOR 1985-1986

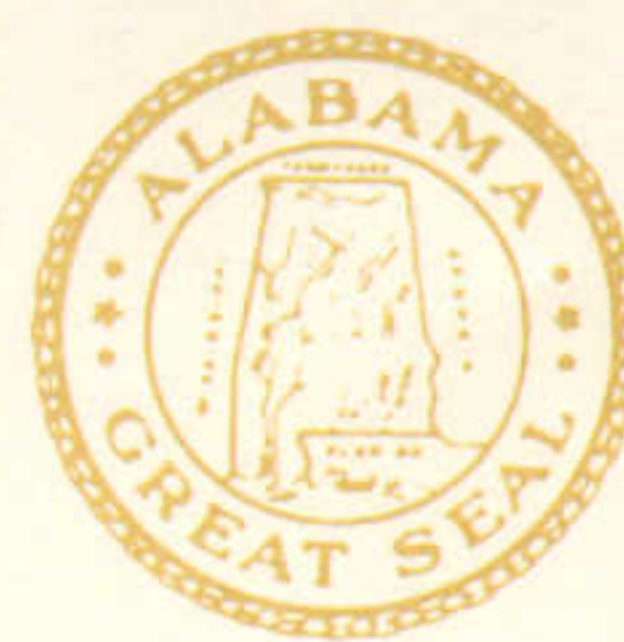
The following goals have been set for 1985-1986:

1. To develop long-range plans for automating library services
2. To upgrade and increase video production, including completion of at least one video production at each division
3. To establish a central library facility at the Technical College
4. To weed and develop the literary criticism collection at the Junior College
5. To develop a formal policy and practice for off-air videorecording
6. To initiate membership in SOLINET and change acquisitions and technical processing procedures accordingly
7. To continue to develop library instruction and reference bibliographies in courses other than English or literature
8. To prepare the library collection and records for conversion to machine readable form



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

April 2, 1985

Telephone (205) 759-1583

TO: Debbie Grimes
Director of Library Services

FROM: Lori M. Carver *JMC*
Library Secretary

RE: Transfer of Audiovisual equipment and supplies

Provided below is a summary of those items that have been transferred from the Junior College Division's audiovisual equipment inventory to the Technical Division's audiovisual equipment inventory.

29 - 3/4" videocassettes		
#39	VTR projection cart (54") (TECH-195)	est. amount \$ 130.00
#72	Dukane Micromatic filmstrip projector (cass.) (TECH-193)	300.00
#74	Dalite portable projection screen (TECH-194)	50.00
#108	Realistic cassette recorder (TECH-36)	29.95
#164	Realistic cassette recorder (TECH-41)	29.95
#171	Realistic cassette recorder (TECH-200)	29.95
#181	Singer Instructor II(filmstrip/cassette)(TECH-53)	540.00
#182	Singer Autovance IV (TECH-57)	259.50
#184	Panasonic 3/4" videocassette recorder (TECH-197)	1,835.00
#185	RCA 25" Color TV (TECH-196)	529.00
#186	Bretford 54" TV stand (TECH-198)	133.34
#187	Bretford cart T26-42E (TECH-154)	85.00
#189	Singer caramate 4000 (TECH-58)	725.00
#199	J.C. Penney cassette recorder (TECH-199)	29.95
1 ---	Audiovisual storage cabinet (TECH-201)	475.00
2 ---	70" X 70" wall screens (TECH-186 & TECH-192)	124.00
TOTAL -----		\$5,305.64